



Threat Assessment Specialist

SALARY:	\$37.10 - \$43.34 Hourly
LOCATION:	Columbia Center, 701 5th Avenue, Suite 2050 Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Law Department
BARGAINING UNIT:	Not represented
CLOSING DATE	Continuous

POSITION DESCRIPTION:

The Threat Assessment Specialist is an innovative position within the Regional Domestic Violence Firearms Enforcement Unit (RDVFEU). Housed within the Seattle City Attorney's Office, the Specialist serves as a regional asset and first point of contact for high-risk firearm-related case assessment. As the Threat Assessment Specialist, you will be a part of a regional and multidisciplinary unit serving as a resource to all King County law enforcement and prosecutors for consultation, training and support with the goal of intervening and preventing firearm violence as well as enforcing firearm laws.

Consistent with the Seattle's Race and Social Justice Initiative (RSJI) and King County's Equity and Social Justice Plan, this position will manage cases and coordinate with law enforcement in underserved communities where economic, cultural and language barriers limit effective victim advocacy and prosecution of domestic violence.

JOB RESPONSIBILITIES:

Threat Assessment referrals may be received from a variety of governmental and non-governmental sources. This position will categorize cases based on specific information into prescribed categories of threat type (threats to self, others, or both) and risk or threat level (low to eminent) for further work. It will engage with criminal justice partners on cases that cross jurisdictions and also alert local law enforcement on immediate threats;

Administratively manage, review and share: 1) Threat Assessments of Extreme Risk Protection Order (ERPO) and Orders to Surrender Weapons (OTSW) related matters with existing RDVFEU supervisors, King County and City of Seattle prosecuting attorneys, advocates, unit-affiliated Detectives, and the KCPAO Crime Strategies Unit to help inform prioritization of cases and 2) cases involving outstanding firearms, assessing need for and assistance in facilitating further law enforcement follow up. These cases include “Denied Firearm Transactions” and those who are found out of compliance with OTSWs and ERPOs. Perform direct outreach to respondents to encourage and promote compliance with the OTSW or ERPOs (as directed by DPAs and unit supervisors);

Conduct case related research, analyze available case materials, including reviewing and preserving social media and initiate outreach to gun ranges, gun or pawn shops to request records, etc., and interview victims and witnesses;

Communicate case status to RDVFEU and document work product in King County’s case management system (PbK);

At the direction of prosecutors and/or law enforcement, draft factual reports and certifications of probable cause based on knowledge obtained during the Threat Assessment process;

Collaborate on recommendations for a strategic action plan (next steps) for the RDVFEU;

Testify in court about facts related to the case, as needed;

Run criminal history checks in both state and national databases to determine firearm ineligibility;

Coordinate with RDVFEU’s King County Sheriff’s Office data technician to check on firearm purchase history;

Contact Department of Social and Health Services for suspected Involuntary Treatment Act holds (check for firearm ineligibility);

As requested, serve as a unit representative for law enforcement meetings, conferences, task forces; and

Perform outreach to jurisdictions outside of King County and Washington State, as needed, to promote compliance and enforcement of firearm prohibitions on all unit cases.

QUALIFICATIONS:

Minimum Qualifications

Requires a bachelor’s degree and four years of experience performing paralegal duties; or a certification from a nationally accredited paralegal training institution and five years related experience (or a combination of education and/or training and/or experience which provides an

equivalent background required to perform the work of the class). Must have demonstrated ability to lead projects and/or people.

Desired Qualifications

You will be most successful in this role if you have demonstrated experience in but not limited to:

- Conducting threat assessments related to high-risk offenders including situations of domestic violence and mental health
- Civil or criminal justice system, including civil protection orders.
- Effectively work with persons in crisis and crisis-prevention techniques emphasizing victim(s), family/household members, law enforcement and community safety.
- Collaborating within and across systems including law enforcement, courts, prosecutors, community partners and the public.
- Engaging in system reform efforts, a commitment to forward-thinking practice and the ability to successfully build coalitions among stakeholders.
- Multitask and problem solve with quick deadlines.
- Excellent written and verbal communication skills

ADDITIONAL INFORMATION:

Race and Social Justice Initiative – The City of Seattle recognizes every City employee must play a role in ending institutional and structural racism. Our culture is the result of our behavior, our personal commitments, and the ways that we courageously share our perspectives and encourage others to do the same. To cultivate an antiracist culture, we seek employees who will engage in the Race and Social Justice Initiative by working to dismantle racist policies and procedures, unlearn the way things have always been done, and provide equitable processes and services.

Compensation and Benefits – This position is classified as a Paralegal, Sr – Law (99503) and is part of a stepped salary program with an initial Step 1 placement. Advanced initial step placement may be considered under limited circumstances, but step salaries are not subject to negotiation.

The City of Seattle offers a comprehensive benefits package including vacation, holiday, and sick leave as well as medical, dental, vision, life and long-term disability insurance for employees and their dependents.

More information about employee benefits is available on the City's website at:

<https://www.seattle.gov/human-resources/benefits/employees-and-covered-family-members/most-employees-plans>

Workplace Environment – Effective September 12, 2022, the Seattle City Attorney's Office has implemented an Alternative Work Arrangements Policy. Employees will have the option to work a hybrid schedule (2 days in office, 3 days remote for full-time employees). This is subject to change as circumstances and business needs dictate.

Background Check – Applicants must successfully pass a background check. Applicants will be given a chance to explain or correct background information.

Application Process – For your application to be accepted you must:

- Complete the online City Application.
- Attach a resume detailing your relevant experience.
- Attach a cover letter describing your interest in the position and how you meet the above listed qualifications

Application Submission Guidelines – All applicants are required to apply on or before the closing date indicated on the job posting. Applicant inquiries received via email and websites such as Indeed, etc. will not be considered unless the individual has applied to the available position via the Government Jobs site.

The required documents listed in the above "Application Process" section must be attached to the application prior to the job closing date indicated to ensure full consideration for the application submitted. Please contact the Office of Human Resources on or before the closing date indicated above at Law_HR@Seattle.gov should you need assistance with the online application process.

Background Check Requirements (Excluding Civil positions) – All positions are security sensitive. Applicants are subject to a criminal history investigation, and employment is contingent upon the verification of credentials and/or other information required by the municipal corporation's procedures, including the completion of the criminal history check.

Who may apply – This position is open to all candidates that meet the minimum qualifications.

The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, or pregnancy. The Seattle City Attorney's Office encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences.

Questions? Contact our Human Resources team at LAW_HR@seattle.gov.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2023-00058

<http://www.seattle.gov/jobs>
THREAT ASSESSMENT SPECIALIST
RW

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104

Careers@seattle.gov



All City of Seattle employees are required to be fully vaccinated against COVID-19. Failure to submit proof of vaccination or qualify for a reasonable accommodation will result in withdrawal of the job offer.

Language Premium - Individuals selected to fill this position may be eligible to receive Language Premium Pay (SMC 4.20.360), which provides a \$200.00 monthly stipend to qualified bilingual employees who are properly evaluated and assigned to provide direct communication in-language, interpretation, or translation services to the public on behalf of the City of Seattle.

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Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

Threat Assessment Specialist Supplemental Questionnaire

* 1. Have you done any formal threat assessment work?

☐ Yes ☐ No

* 2. Have you done any work in the field of domestic violence or crisis response?

☐ Yes ☐ No

* 3. Have you done any legal investigative work?

☐ Yes ☐ No

* 4. Please share any relevant experience you have in threat assessment and investigation-related work.

* 5. Please share any work you have done on domestic violence cases, cases involving people who are believed to be a threat to themselves or others, civil protection orders (specifically DV and ERPO) or cases involving firearms.

* 6. What are some of the known lethality factors for domestic violence and how have you applied them in your work?

* Required Question